

Message Text

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43

ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 SS-15 SP-02 H-02 L-03 SY-05

INR-07 OMB-01 OPR-02 /051 W
----- 071182

R 041600Z AUG 75

FM AMEMBASSY LISBON

TO SECSTATE WASHDC 3643

UNCLAS SECTION 1 OF 2 LISBON 4413

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

FOLLOWING INFORMATION IS SUBMITTED IAW REFTEL:

ADMINISTRATIVE SECTION

I. NAME OF RECORD.

A. OFFICER EFFECTIVENESS REPORTS.

B. PERSONNEL FILES

C. NAME CHECK FILE.II. CATEGORY OF INDIVIDUAL.

A. OFFICIAL FILE CY OF OER'S ON AMERICAN PERSONNEL (ALPHABETICAL).

B. UNCLASSIFIED PERSONNEL FILES (ALPHABETICAL).

C. ONLY RECORDS KEPT ARE 3X5 INDEX CARDS (ALPHABETICAL) ON U.S.
PERSONNEL ON WHOM NAME CHECKS HAVE BEEN RUN.

III. CATEGORY OF RECORD.

A. OER'S

B. PERSONNEL ACTIONS, TRAVEL ORDERS, SHIPMENT OF
HOUSEHOLD EFFECTS.

C. NAME, PDOB, AND RESULTS OF NAME CHECK.

IV. AUTHORITY

A. SECTION 601 OF THE FOREIGN SERVICE ACT OF 1946.

B. 3 FAM.

C. 3 FAM.

V. ROUTINE USE.

A. NO OUTSIDE DISCLOSURE.

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B. NO OUTSIDE DISCLOSURE.

C. NO OUTSIDE DISCLOSURE.

VI. RECORD MANAGEMENT POLICY AND PRACTICE.

A. FILE FOLDERS, ALPHABETICAL, IN COMBINATION LOCK
SAFE, DESTROYED 1 YEAR AFTER DEPARTURE OF EMPLOYEE.

B. FILE FOLDERS, ALPHABETICAL, IN FILE CABINETS,
DESTROYED 1 YEAR AFTER TRANSFER OR SEPARATION OF EMPLOYEE.

C. 3X5 INDEX CARDS IN WOODEN FILE BOX.

VII. SYSTEMS MANAGER.

A. ADMINISTRATIVE OFFICER.

B. ADMINISTRATIVE OFFICER.

C. REGIONAL SECURITY OFFICER.

VIII. SOURCES.

A. NONE.

B. NONE.

C. CONSULAR SECTION AND LOCAL POLICE RECORDS.

CONSULAR SECTION

I. NAME OF RECORD.

A. CHRONOLOGICAL RECORDS OF MISCELLANEOUS CONSULAR
SERVICES RENDERED TO AMERICAN CITIZENS.

B. ALPHABETICAL REGISTRATION OF AMERICAN CITIZENS
RESIDENT IN PORTUGAL.

C. ALPHABETICAL RECORDS OF AMERICAN CITIZENS REQUESTING
PASSPORT, MARRIAGE AND BIRTH SERVICES.

D. ALPHABETICAL RECORDS OF AMERICAN CITIZENS REQUIRING
PROPERTY, WELFARE AND WHEREABOUTS AND DEATHS SERVICES.

E. WEEKLY LISTS OF VISITORS TO LISBON.

F. ALPHABETICAL RECORDS OF AMERICAN CITIZENS REQUIRING
REPATRIATION LOANS AND USE OF PRIVATE FUND.

II. CATEGORY OF INDIVIDUAL.

A. EMBASSY RECORDS OF PROTECTION AND TRADE COMPLAINTS
AND INFORMATION ON DECEASED AMERICANS.

B. EMBASSY RECORDS OF PAST & PRESENT BIOGRAPHIC AND
PASSPORT DATA.

C. EMBASSY RECORDS OF PAST & PRESENT PASSPORT INFORMA-
TION PLUS DATA OF MARRIAGE & BIRTH OF U.S. CITIZENS.

D. NAMES, ADDRESSES AND OTHER BIOGRAPHIC DATA ON
AMERICANS REQUIRING EMBASSY SERVICES ON WELFARE & WHEREABOUTS &
PROPERTY. EMBASSY RECORDS OF DECEASED AMERICANS.

E. LOCAL RECORDS OF VISITORS FROM THE U.S.

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F. NAMES OF PERSONS WHO APPLIED FOR EMERGENCY LOANS
AT U.S. EMBASSIES OR CONSULATES FOR TRAVEL TO THE U.S.

III. CATEGORY OF RECORD.

A. NAME, ADDRESS, DATE AND PLACE OF BIRTH, BIOGRAPHIC
DATA OF PARENTS, DATES OF RESIDENCE IN AND OUT OF U.S. REGIS-
TRATION DATES WITH EMBASSY, PASSPORT INFORMATION.

B. BIOGRAPHIC AND PASSPORT INFORMATION OF U.S. CITIZENS

C. BIOGRAPHIC INFORMATION.

D. BIOGRAPHIC INFORMATION.

E. NAMES, LENGTH AND DATES OF VISIT, NAME OF HOTEL.

F. BIOGRAPHIC DATA, AMOUNT BORROWED FROM EMBASSY.

IV. AUTHORITY

FOREIGN AFFAIRS MANUAL VOLUME 5.

V. ROUTINE USES.

A, B, C, E, & F. NO OUTSIDE DISCLOSURE.

D. WHEN RELATED TO CASES, THE LIST COULD INCLUDE

LAWYERS, NEXT-OF-KIN, FUNERAL HOMES, POLICE, FRIENDS.

VI. RECORD MANAGEMENT POLICY AND PRACTICE.

A. HARD COPIES IN FOLDERS.

B. CARD FILES.

C. HARD COPIES IN FOLDERS.

D. HARD COPIES IN FOLDERS.

E. TYPED SHEETS, HARD COPIES.

F. LOAN FORMS, HARD COPIES.

VII. SYSTEM MANAGER.

ADMINISTRATIVE OFFICER.

VIII. SOURCES.

A. NONE.

B. NONE.

C. NONE.

D. WHEN RELATED TO CASES, THE LIST COULD INCLUDE

LAWYERS, FAMILY, FRIENDS.

E. CONGRESSMEN, STATE TELEGRAMS, TELEPHONE CALLS.

F. NONE.

CONSULAR (VISA SECTION)

I. NAME OF RECORD.

A. NONIMMIGRANT VISA (NIV) FILES: 1. NIV PENDING
FILE; 2. NIV REFUSAL FILES (CATEGORIES I AND II); 3. CORRESPON-
DENCE FILE RE NIV'S ISSUED; 4. CONSOLIDATED VISA CARD FILE.

B. IMMIGRANT VISA FILES: 1. IMMIGRANT VISA A TO Z
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FILE; 2. IMMIGRANT VISA REFUSAL FILES (CATEGORIES I AND II);

3. COPIES OF IMMIGRANT VISAS ISSUED; 4. CONSOLIDATED VISA CARD
FILE.

II. CATEGORY OF INDIVIDUAL.

A. INFORMATION FROM U.S. CITIZENS AND RESIDENTS WHO
HAVE AN INTEREST IN THE NIV APPLICATIONS OF ALIENS, USUALLY
RELATIVES OR FRIENDS. IN CASES WHERE THE ALIEN BECOMES A
U.S. CITIZEN OR RESIDENT, INFORMATION IN THE NIV FILES WOULD
APPLY TO HIM.

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ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 SS-15 SP-02 H-02 L-03 SY-05

INR-07 OMB-01 OPR-02 /051 W

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R 041600Z AUG 75

FM AMEMBASSY LISBON

TO SECSTATE WASHDC 3644

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B. INFORMATION ON U.S. CITIZENS AND RESIDENTS WHO ARE SPONSORS OR RELATIVES OF IMMIGRANT VISA APPLICANTS. FILE NO. 3 ABOVE CONTAINS INFORMATION ON RESIDENTS WHO WERE ISSUED VISAS DURING THE PRECEDING 16 MONTHS.

III. CATEGORY OF RECORD.

A. THESE FILES CONTAIN AFFIDAVITS OF SUPPORT AND FINANCIAL INFORMATION, EMPLOYMENT INFORMATION, SOME MEDICAL REPORTS AND POLICE REPORTS, REPORTS FROM THE IMMIGRATION AND NATURALIZATION SERVICE, AND REPORTS ABOUT EDUCATION OF APPLICANTS.

B. THESE FILES CONTAIN PETITIONS, AFFIDAVITS OF SUPPORT AND FINANCIAL INFORMATION RECEIVED FROM SPONSORS IN THE UNITED STATES, CIVIL DOCUMENTS OF VISA PPLICANTS AND PETITIONERS SUCH AS BIRTH CERTIFICATES, MARRIAGE CERTIFICATES, DIVORCE AND POLICE RECORDS, REPORTS FROM THE IMMIGRATION AND NATURALIZATION SERVICE (INS), MEDICAL REPORTS ON VISA APPLICANTS, EMPLOYMENT RECORDS, AND INFORMATION ABOUT EDUCATION OF APPLICANTS.

IV. AUTHORITY

SECTION 222 OF THE IMMIGRATION AND NATIONALITY ACT.

V. ROUTINE USES.

A. ONLY ONE OTHER AGENCY, INS, FOR ADJUSTMENT OF STATUS AND DEPORTATION PROCEEDINGS.

B. ONLY ONE OTHER AGENCY, INS, FOR DEPORTATION PROCEEDINGS.

VI. RECORD MANAGEMENT POLICY AND PRACTICE.

A. FILES ARE KEP IN FILE CABINETS WHICH ARE LOCKED OUTSIDE OF BUSINESS HOURS. FILES NO. 1 AND 2 ABOVE ARE IN ALPHABETICAL ORDER BY NAME OF VISA APPLICANT. FILE 3 IS IN CHRONOLOGICAL ORDER ACCORDING TO THE ISSUANCE DATE OF THE VISA.

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CATEGORY I REFUSAL FILES, INDICATING INELIGIBILITY UNDER CERTAIN SECTIONS OF THE IMMIGRATION AND NATIONALITY ACT, ARE HANDLED AS CLASSIFIED MATERIAL. FILE 1 IS RETAINED UNTIL THE VISA IS EITHER ISSUED OR REFUSED. FILE 2 INFORMATION IS RETAINED FOR TWO YEARS, EXCEPT THAT CATEGORY I REFUSALS ARE KEPT INDEFINITELY. FILE 3 INFORMATION IS KEPT FOR 4 YEARS. FILE 4 CONTAINS THE NIV APPLICATION FORM WHICH IS RETAINED FOR 4 YEARS.

B. FILES ARE KEPT IN FILE CABINETS WHICH ARE LOCKED OUTSIDE OF BUSINESS HOURS. FILES NO. 1 AND 2 ABOVE ARE IN ALPHABETICAL ORDER BY NAME OF VISA APPLICANT. FILE 3 IS IN CHRONOLOGICAL ORDER BUT DATE IS INDICATED ON CONTROL CARD FILED ALPHABETICALLY IN THE CONSOLIDATED VISA CARD FILE (SEE BELOW). CATEGORY I REFUSAL FILES, INDICATING INELIGIBILITY UNDER CERTAIN SECTIONS OF THE IMMIGRATION AND NATIONALITY ACT, ARE HANDLED AS CLASSIFIED MATERIAL. ORIGINALS OF MOST OF THE DOCUMENTS IN FILE NO. 3 ARE IN INS FILES, AND THE EMBASSY'S COPIES OF VISAS ISSUED ARE RETAINED FOR ONLY 16 MONTHS. FILE 1 INFORMATION IS RETAINED INDEFINITELY UNLESS ACTION ON THE CASE HAS TERMINATED. FILE 2 IS ALSO RETAINED INDEFINITELY. FILE 4 CONTAINS ONLY BASIC INFORMATION RELATING TO IDENTITY AND IS RETAINED INDEFINITELY.

VII. SYSTEMS MANAGER.

CONSUL

VIII. SOURCES.

A. DOCUMENTS ARE SUPPLIED BY APPLICANT HIMSELF OR BY INTERESTED PARTIES AT APPLICANT'S REQUEST. SOURCES INCLUDE FINANCIAL INSTITUTIONS, EMPLOYERS, EDUCATIONAL INSTITUTIONS, PHYSICIANS.

B. DOCUMENTS ARE SUPPLIED BY APPLICANT DIRECTLY OR AT APPLICANT'S REQUEST FROM OTHER SOURCES. WHERE PERTINENT, CLEARANCES ARE OBTAINED FROM OTHER STATE DEPARTMENT OFFICIALS AND/OR FROM LOCAL POLICE. SOURCES INCLUDE FINANCIAL INSTITUTIONS, EMPLOYERS, EDUCATION INSTITUTIONS, PHYSICIANS, CIVIL REGISTRIES, POLICE FILES. CARLUCCI

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Message Attributes

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Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 04 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975LISBON04413
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750268-1018
From: LISBON
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750885/aaaacxjv.tel
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Margaret P. Grafeld
Declassified/Released
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TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006